



CSB Internship Guide

Internship Requirements:

1. Admission into the School of Business
2. GPA (major or overall) is higher than a 2.8
3. Prerequisites to be completed prior to enrollment in Internship Course (GBA 375 or ACC 375)
 - a. ACC 202, ECO 260, ECO 261, GBA 201, GBA 210 or MAT 111 or MAT 111E, and GBA 211 (for ACC 375 an additional 300-level account course must also be completed or concurrently enrolled in)
4. Junior standing
5. The internship must be paid

Find an Internship

- Step 1 - If you are needing help finding an internship, here are your options:
 - Set up an appointment with the CSB Internship Coordinator. Their information can be found through this link:
 - <https://www.missouriwestern.edu/business/applied-learning/>
 - Further scheduling may be needed, depending on the their preferred method of contact
 - A weekly email will be sent out with internship/career information for CSB students. This will be sent via our CSB Business email
 - Utilize your MWSU Handshake Account, found here:
 - <https://www.missouriwestern.edu/student-services/career-development/handshake/>

Internship Application

- Step 2 - Land your Internship
 - Once you have secured an internship with an Employer of your choice, you need to fill out the *Internship Application* that can be found on the CSB website under the *Applied Learning* tab → scroll down to the Internships section → on the right hand side there are a few interactive Q&A → select the “**How do I apply for an internship for credit hours?**” → select *Internship Application* → fill out the application with correct and accurate information
 - <https://www.missouriwestern.edu/business/applied-learning/>
 - If there are any questions or concerns about your internship application the Internship Coordinator will contact you via your Missouri Western email. Your application may need to be resubmitted with discussed changes
- Step 3 - Confirming Internship Information
 - The Internship Coordinator will reach out to your Supervisor listed on the application - make sure information is correct and accurate - to confirm your internship
 - Inform your internship supervisor that they will be getting contacted
 - Internship will then be confirmed or rejected – you will find out via email

Apply for Internship Course

Step 4 - CRN to Enroll

- The Internship Coordinator will email the CRN in order for you to enroll in the Internship course
 - The **deadline** for enrollment within Internship Course is the **Friday** before class begins
- Begin your internship
 - You will work with the Internship Course Professor/Canvas for the remainder of the semester

Internship Appeal (if requirements are not met)

- Requirements that may not have been met:
 - GPA (major or overall) is lower than a 2.8
 - The prerequisites for GBA 375 or ACC 375 have not been completed (see Internship Requirements 3.a for list of prerequisites courses)
- Other reasons for an Internship Appeal
 - Internship is taking place with your **current** employer
 - Contact Internship Coordinator
 - Internship is taking place with your family's company
 - Contact Internship Coordinator

Steps for appealing your internship application

Step 5 - Fill out the Internship Appeal Form

- This form can be found on the CSB website under the *Applied Learning* tab → scroll down to the Internships section → on the right hand side there are a few interactive Q&A → select the “**How do I apply for an internship for credit hours?**” → select *Internship Appeal Form* → fill out the form with correct and accurate information
 - <https://www.missouriwestern.edu/business/applied-learning/>
 - You will need a recommendation letter from your advisor or a business professor before submitting the appeal
 - Along with a letter of explanation - explaining in detail the reasoning for your appeal

Step 6 - Fill out the Internship Application

- See Step 2 above

Once all documentation has been submitted, a committee will review your appeal form, application, and any other relevant information/documentation. The committee will decide to approve or reject your appeal

- You will be contacted via email either way.
 - If **rejected** - you will be just contacted via email
 - If **accepted** - you will need to inform your supervisor about being contacted from Step 3 - Confirming Internship Information and you will be given a CRN to enroll in the Internship Course